

SECRET
(When Filled In)

Attachment 1

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160001-8
VITAL MATERIAL DEPOSIT SCHEDULE

NO. OF PAGES
1 OF 1

DATE PREPARED
Revised 29 February 1972

OFFICE, DIVISION Executive Office, Personnel and Training Staff,
Security Staff, and Procurement Management Staff, OL

25X1A

ITEM NO.	VITAL MATERIAL IDENTIFICATION (Title, description and inclusive dates)	MEDIA OF DEPOSIT	FREQUENCY OF DEPOSIT	DISPOSITION INSTRUCTIONS
25X1A	Basic Support Agreements and Operating Agreements	Direct	As revised	Destroy only when instructed
2.	OL Instructions and Procedures, including Missions and Functions of Components of OL	Direct	As written or revised	Destroy when instructed
3.	Approved T/O for OL	Machine Listing	Monthly	Automatic replacement
4.	Report of External Logistics Positions	Machine Listing	Quarterly	Automatic replacement
5.	OL Annual Budget Estimates	Direct	Annual	Destroy when instructed
6.	List of Couriers Authorized for Top Secret and other Special Clearances	Direct	As revised semiannually	Destroy when superseded
7.	Station Code Listing	Direct	As revised	Destroy when superseded
8.	Agency Telephone Directory	Direct	Quarterly	Automatic replacement
9.	Any plans applicable to Emergency Relocation Operations	Direct	As prepared	Destroy when superseded
10.	List [REDACTED] used by OL Components	Direct	Annually	Destroy upon receipt of new listing
11.	CONIF Master Data File 25X1A	Magnetic tape	Monthly	Maintain 2 months tapes upon receipt of updated version oldest of three to be removed and destroyed
12.	CONIF Contractor Name and Address File	Magnetic tape	Monthly	Same as above